

**CALIFORNIA DEPARTMENT OF GENERAL SERVICES
DIVISION OF THE STATE ARCHITECT**

CLOSE OF PROJECT REPORT

This form is a checklist of all the documents that are to be included in the job file at the close of construction. At the conclusion of the project, the job file should be given to the design professional. When utilizing an assistant inspector on a project, this form is to be completed by the project inspector and must be submitted to the DSA regional office having jurisdiction over the project, and to the design professional.

PRINT OR TYPE

Assistant Inspector _____

DSA File No.

Project Inspector _____

DSA Application No.

School District/Owner _____

Project Name (School) _____

CONSTRUCTION DOCUMENTS

 ___ **Approved Plans and Specifications-** include inspectors' posted set

 ___ **DSA Approved change orders**

 ___ **DSA Approved Addenda**

 ___ **Preliminary change orders**

 ___ **Deferred Approval documents**

 ___ **Other construction documents issued to inspector**
INSPECTION RECORDS

 ___ **Records of inspections-** includes inspection reports for all phases of construction on the project

 ___ **Construction procedure records-** concrete placement operations, welding operations, pile installation per T-24 sec. 4-342 (6)

 ___ **Log of deviations and resolutions**
TEST AND SPECIAL INSPECTION RECORDS

 ___ **Test and Special Inspection Reports-** including geotechnical testing and inspection

 ___ **Log of deviations and resolutions**
ADMINISTRATIVE RECORDS

 ___ **Log of Project Inspectors' time on site**

 ___ **Log of Assistant Inspectors' time on site**

 ___ **DSA Field Trip Notes-** complete file of field trip notes with documentation addressing comments requiring design professional review.

 ___ **Semi-monthly Reports-** include records of all notifications made to DSA (e.g. start of work, concrete placement, etc.)

 ___ **Final verified report-** the project inspector and the assistant inspector each must sign a verified report. (DSA Form SSS-6)

REMARKS

What areas of the DSA inspection process did the assistant inspector learn new skills? _____

What value was added by having an assistant inspector on the project? _____

Project Inspector _____ Printed _____ Date _____

Assistant Inspector _____ Printed _____ Date _____